



STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

OPEN EXAMINATION FOR

AUTOMOTIVE EQUIPMENT OPERATOR I

MONTHLY SALARY RANGE \$2851 - \$3420

6MV02

FINAL FILE DATE May 18, 2006 is the final file date. Applications (STD. 678) must be **postmarked** no later than the final file date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final file date will not be accepted.

INTERVIEW DATE It is anticipated that mandatory interviews will be held in August/September 2006.

WHO MAY APPLY Persons who meet the minimum qualifications as stated. This is an open examination. Applicants will NOT be accepted on a promotional basis

HOW TO APPLY Submit Examination Application (STD. 678)

By mail to:
Department of Motor Vehicles
Selection Services Unit
Automotive Equipment Operator I
P.O. Box 932315
Sacramento, CA 94232-3150

OR

In person to:
Department of Motor Vehicles
Human Resources Branch
2570 - 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience requirements for this examination by the final file date.**

Possession of a driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

AND

One year of experience in the operation and care of automotive equipment, including light trucks.

DEFINITION OF TERMS Automotive Equipment – Any passenger vehicle, single-unit truck, forklift, small-wheeled tractor, or special purpose vehicles classified as automotive equipment.

SPECIAL PERSONAL CHARACTERISTIC Willingness and ability to do general manual labor, tact, and patience.

POSITION DESCRIPTION AND LOCATION Under direction, to operate and service passenger vehicles, trucks, small-wheeled tractors, and similar motor equipment; to do general laboring work; and to do other related work.

Positions exist in Sacramento only.
Interviews will be conducted in Sacramento only.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL, SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION
INFORMATION

This examination will consist of a Qualifications Appraisal Interview, weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

EXAM SCOPE

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

The Qualifications Appraisal Panel will assess each competitor’s knowledge and abilities in some or all of the areas listed below:

- A. Knowledge of:

1. Operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks.

2. Provisions of the Motor Vehicle Code pertaining to the operation of vehicles on the highway.
- B. Skill to:

1. Operating, servicing, and making minor adjustments and repairs on various kinds of automotive equipment, including passenger vehicles and trucks.
- C. Ability to:

1. Load and unload vehicles correctly and safely.

2. Demonstrate good mechanical ability.

3. Follow oral and written directions.

4. Do simple clerical work.
- ELIGIBLE LIST
INFORMATION
- A departmental open eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.
- VETERANS AND
CAREER POINTS
- Veterans' preference points and will be added to the final score of competitors in this examination who qualify for, and have requested, these points and who are successful in all parts of the examination. (See “General Information” on this bulletin for more information regarding veterans preference points.)
- GENERAL INFORMATION
- It is the candidate's responsibility* to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.
- For an examination without a written feature* it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.
- If a candidate's Notice* of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error; the candidate will be rescheduled upon written request.
- Applications are available* at State Personnel Board offices or website Home Page @ www.spb.ca.gov. Applications are also available at local offices of the Employment Development Department and the Department noted on the front.
- If you meet the requirements* stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- The Department of Motor Vehicles* reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.
- General Qualifications:* Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.
- Criminal Record Clearance Information:* Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.
- Veterans Preference:* California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested the points. Due to a January 1, 1996, law change, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans credits are on the Veterans Preference Application form which is available from State Personnel Board offices.
- High School Equivalence:* Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.
- TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
- California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929
from Voice Phones: 1-800-735-2922
- UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.
- AUTOMOTIVE EQUIPMENT OPERATOR I
PJ-6393 WD
- 6MV02
- BULLETIN RELEASE DATE: APRIL 20, 2006
FINAL FILE DATE: MAY 18, 2006